

### **EMERGENCY MEDICAL TECHNICIAN SUPERVISOR**

**DEFINITION:** Under direction, performs administrative work of considerable difficulty in planning, developing, organizing, coordinating and supervising the Emergency Medical Technician (EMT) Program's service delivery and staff at a field office, on an on-call basis, as scheduled or as otherwise needed; performs related work as assigned.

**ESSENTIAL FUNCTIONS:** This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

#### **TASKS:**

Plans, organizes and directs the field office activities; provides direction and supervision over subordinates; prepares and distributes work schedule; ensures compliance with federal, state and tribal standards and guidelines in areas of emergency care procedures and protocols and training; assists in developing program policies and procedures, goals and objectives; prepares required reports and other documents; oversees vehicle maintenance and repairs; maintains inventory of supplies and equipment; monitors program expenditures and purchases.

Recommends the selection, promotion and separation of employees; reviews work of assigned staff; conducts performance appraisals and takes necessary or corrective action as appropriate; recommends staff for appropriate training; attends meetings, training and various functions; provides in-service, instruction and information at communities or schools; serves as a liaison between Navajo Nation departments and other service providers.

Performs EMT duties as needed; provides on-site assessment of patient's condition; provides treatment according to established procedures and protocols; maintains radio contact with medical staff; provides patient information; performs and/or directs accompanying EMT(s) in the handling and providing of medical care; provides EMT related instruction.

#### **KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

Knowledge of the basic principles of management, administration, supervision, accounting/bookkeeping, budgeting, records and file maintenance.

Knowledge of instruction and training techniques and procedures.

Knowledge of the principles and practices of emergency medical care.

Knowledge of medical terminology, instruments, supplies, pharmaceuticals and other related tools and equipment.

Skill in supervising, evaluating, training and motivating employees.

Skill in undertaking and performing emergency medical procedures.

Skill in developing and maintaining records and files.

Skill in instructing others in providing emergency medical services.

Skill in establishing and maintaining effective working relationships.

Ability to prepare detailed reports.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work is normally performed in a typical office work environment but work also requires the ability to lift and carry patients and heavy, bulky equipment, materials and supplies over varying terrain. Work may be performed in varying weather conditions and require long periods of time tending to patients in cramped quarters and/or other conditions. There is the risk of bodily harm from fire and/or smoke, potentially hazardous fumes, noxious chemicals and other dangers that may be present at an accident, incident or medical emergency scene.

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**MINIMUM QUALIFICATIONS:**

- A high school diploma or GED; and four (4) years of experience as an Emergency Medical Technician-Basic, Intermediate or Paramedic, one (1) year of which must have been in managing and/or training Emergency Medical Technicians, Paramedics or related programs.

**PREFERRED QUALIFICATIONS:**

- An Associate's degree in related discipline.
- New Mexico Emergency Medical Technician Intermediate (Advance EMT) License.
- Pre-hospital Trauma Life Support Certification or Pediatric Education for Pre-hospital Professionals.
- Proficient in Microsoft Office software or other computer applications.

**SPECIAL REQUIREMENTS:**

- A favorable background investigation.
- Possess a current Emergency Medical Technician-Basic, Emergency Medical Technician-Intermediate or Paramedic License; a valid state driver's license; and a current Cardiopulmonary Resuscitation (CPR) Health Care Provider Certificate.

**Supplemental Requirements:**

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire; and incumbent with an EMT-Basic License must obtain an Emergency Medical Technician-Intermediate License within one (1) year of date of hire. Additional licenses or certificates may be required.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.